



Time Management

Our Time Management course offers essential skills for success in today's fast-paced world. Gain a holistic approach to time management, self-motivation, and effective delegation and understand the profound impact of self-management and self-motivation on time management. Our experienced trainers will help you to master effective delegation to optimise productivity and achieve work-life balance.

Learn assertiveness techniques for setting boundaries and managing expectations. Prioritise tasks using SMART criteria, and tackle indecision and distractions confidently and explore self-motivation strategies and a range of time management tools. Empower yourself to conquer time management challenges personally and professionally.

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Learning Outcomes

- Understand the importance of self management, self motivation and the impact of good time management as a life skill
- Understand the role that effective delegation plays in managing your time
- Understand the importance of assertiveness in managing your time and setting appropriate expectations
- Understand how to analyse and prioritise your work and hence schedule SMART tasks
- How to deal with indecision and distractions
- Understand the art of Self motivation
- Be aware of a range of tools and techniques that can help you manage your time more effectively

Course Content

- **Module 1:** Good Planning Techniques
- **Module 2:** Eisenhower decision matrix
- **Module 3:** The Time Jar experiment
- **Module 4:** SMART Tasking
- **Module 5:** Playing to your strengths
- **Module 6:** Effective Meetings
- **Module 7:** The Pomodoro technique
- **Module 8:** Work Life Balance